



## BUILDING INSPECTOR

Job Code: 3143  
EEO Class Code: Technician  
Union Status: CWA  
FLSA Code: Non-Exempt  
Salary Grade: h34

### NATURE OF WORK

Responsible, technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Department through reviewing construction plans and specifications and conducting structural inspections of new and existing buildings, structures, and properties. Work involves field and office duties.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Conducts technical field inspections of buildings and premises during various phases of construction and use
- Inspects the structure of and materials used in new and existing buildings, structures, and premises
- Schedules inspections; returns telephone calls; and enters inspection results into computer data base
- Detects and investigates reported and unreported hazards, possible safety problems, and violations and determines conformity with established standards and approved plans
- Issues permits and certifications dependent upon compliance with standards and assists applicants in completing necessary forms
- Issues stop work orders; recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards
- Determines acceptability of qualifications of contractors engaged in work relating to the type of work referred to herein
- Testifies in court and before related boards, obtains documentation, and prepares testimony
- Reports suspected or known violations of zoning, electrical, plumbing, mechanical, licensing, marine, fire, and planning standards to the appropriate authorities
- Prepares and maintains reports, records, and correspondence concerning building structure enforcement and inspection activities
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures
- Considerable knowledge of general building design and construction
- Considerable knowledge of good construction practices
- Some general knowledge of effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to read, understand, explain, and apply regulations
- Ability to make technical inspections and render valid decisions
- Ability to enforce regulations tactfully, firmly, and impartially
- Ability to establish and maintain effective working relationships with other employees, agencies, and the public
- Ability to make arithmetic and statistical computations with speed and accuracy
- Ability to use appropriate computer software in analysis, calculations, and record keeping
- Ability to communicate effectively both verbally and in writing
- Ability to testify effectively in court and before related boards

- Ability to research data and originate legal documents and other instruments of law
- Ability to prepare clear and concise records, reports, correspondence, and other documentation
- Ability to complete forms legibly and accurately

## MINIMUM REQUIREMENTS

- Possess a current Certificate of Competency as a General Contractor from Dade County Construction Trades Qualifying Board or from Florida Construction Industry Licensing Board OR be a Registered Professional Engineer or Architect holding a current license from the State of Florida
- Attain provisional certification as an inspector from the Florida Board of Building Code Administrators and Inspectors within thirty (30) days of appointment
- Attain standard certification within twelve (12) months of appointment
- Possess or attain a Building Inspector certification from the Dade County Board of Rules and Appeals (DCBRA) within (60) days of appointment. Driver's license

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching
- Must have the physical ability to bend, crawl and climb over construction sites and within buildings
- Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped

## SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with considerable latitude for the use of independent judgment
- Work is reviewed on a frequent basis and evaluated through verbal and written reports

## SUPERVISION EXERCISED

- None